

# SHRP2 IMPLEMENTATION ASSISTANCE PROGRAM

## PLANWORKS

### STATEMENT OF WORK

This Statement of Work describes the tasks, deliverables, schedule, and cost estimate required for the use of SHRP2 Implementation Assistance Program funds provided to the Utah Department of Transportation for deploying a product(s) within the PlanWorks Process (C02/C08/C09/C12/C15). The Utah Department of Transportation has been selected to receive a SHRP2 Lead Adopter Incentive/User Incentive grant in the amount of \$300,000.00.

#### Use of Funds:

These funds will be used to...

*Describe the project and enter information about the use of funds consistent with the information in the application.*

*Collaboration, Public Participation, and Stakeholder Involvement are the cornerstones of the planning process. Using PlanWorks resources there are four areas of the statewide planning process that UDOT would like to improve upon:*

- Use PlanWorks decision support principles to assist in the development of goals and objectives that more directly tie to the Department's goals and objectives to assess needs, develop strategies, and propose project recommendations for consideration.
- Apply PlanWorks resources to improve internal and external stakeholder involvement in the development of the statewide long-range plan strategies/projects.
- Take advantage of PlanWorks applications to include the use of non-traditional performance measures to assess need, develop strategies, and propose projects
- Expand UDOT's existing process for assessing state roads, develop a process for assessing local roads of regional significance and rural transit needs (at a minimum programmatically) and include these elements in the 2019 update of the statewide plan.

The PlanWorks product(s) to be addressed include...

*Enter information about which of the PlanWorks products will be addressed with the project. C01*

**Note:** User Incentive recipients of Implementation Assistance Program funds may request a workshop facilitated by FHWA to provide additional information on the selected PlanWorks product(s) and assist with developing a tailored action plan to implement the select PlanWorks product(s). The next two sections of this Statement of Work ("Expected Deliverables" and "Schedule and Cost Estimate") should clearly articulate and outline whether and when a workshop is desired (with FHWA's costs for conducting the workshop to be deducted from the total SHRP2 award).

#### Expected Deliverables:

*Enter the various deliverables using a list format.*

**1. Consultant Procurement**

UDOT intends to procure consultant assistance for the development and completion of this work. UDOT Planning will also dedicate both managerial and technical level staff time throughout the work program.

**2. Develop an Internal and External Stakeholder Engagement Plan**

This effort will use PlanWorks to guide development of the engagement plan, particularly in the areas of revisiting the nature of existing relationships and exploring new relationships that can help guide development of the statewide long-range plan. UDOT will take advantage of the “stakeholder inputs” questions in each PlanWorks module to help it examine its relationships and establish goals for its outreach efforts. This effort will guide the actual outreach efforts in latter stages of the plan’s development to identify areas where planning can use external stakeholders in identifying system needs in user safety, freight access/egress, quality of life, and economic development.

The team will also conduct a national literature review to assess best practices and understand lessons learned.

**3. Develop Performance Measures**

Organizational goals, objectives and performance measures directly influence how transportation system needs are assessed and therefore drive investment strategies to address those needs. The intent of this task is to use PlanWorks modules LRP-1, LRP-2, and LRP-3 to engage our internal stakeholders in a discussion about how Department goals and emphasis areas influence how transportation system needs are assessed and how strategies/projects are developed to address those needs. Throughout this discussion, UDOT will assess existing measures relative to how they fit with the Department goals and develop new, non-traditional performance measures using the policy questions, links to other decisions, examples, and integrated planning tools within PlanWorks. As this process unfolds, UDOT will also engage its MPO and modal partners for their feedback.

**4. Develop planning framework and implementation plan for the 2019-2050 statewide plan update**

The purpose of this task is to use the results of tasks 1 - 3 to develop a planning framework and implementation plan for the 2019-2050 statewide plan update. While the actual development of the statewide plan, from assessment of needs (LRP-4) through plan adoption (LRP-10), will take place outside the scope of this effort, UDOT will use the tools provided in all PlanWorks modules in the development of its planning framework and implementation plan to help it anticipate opportunities and challenges as the Department develops its statewide long-range plan.

**5. Document Lessons Learned**

This task will document lessons learned in a final white paper specific to this effort, and will also discuss how UDOT is incorporating other SHRP2 and parallel planning efforts into this project.

**Schedule and Cost Estimate:**

*Enter task-based information on the various deliverables and/or activities and associated timeframes and cost estimate in the following table.*

The estimated schedule and costs for the various elements of this implementation project are:

Task #	Deliverable/Activity	Timeframe	Estimated Cost
1	Consultant Procurement	January 2016	\$0
2	Develop internal and external stakeholder engagement plan	June 2016	\$125,000
3	Develop performance measures	September 2016	\$50,000
4	Develop planning framework and Implementation Plan for the 2019-2050 statewide plan update.	April 2017	\$100,000
5	Document Lessons Learned	June 2017	\$25,000
6			\$
7			\$
8			\$
9			\$
10			\$
<b>Total Estimated Cost</b>			<b>\$</b>
<b>Total SHRP2 Award</b>			<b>\$300,000</b>

**Note:** If the implementation project's "Total Estimated Cost" is higher than the "Total SHRP2 Award," please explain how your agency proposes to cover for the remaining costs for this implementation project.

#### **Reporting and Monitoring:**

Within one month of the announcement of the Round 5 Implementation Assistance Program funding selections, the recipient will participate in two kick-off calls with FHWA (one with all recipients and the other focused solely on the recipient) to discuss the development of the Statement of Work, the recipient's roles and responsibilities for managing the implementation project, ways that FHWA can support the recipient with its Planning Process Bundle product(s) implementation project, and agree upon regular communications and monitoring expectations. On a semi-annual basis, Implementation Assistance Program funding recipients are required to report on their progress toward the completion of the specified deliverables. The recipient will also report on a series of performance measures that are mutually agreed upon by FHWA and the recipient to help the recipient and FHWA meet program goals. These performance measures and methods for communication will be discussed during the kick-off calls.

#### **Presentations to Share Experiences:**

As an Implementation Assistance Program funding recipient, FHWA may request your agency to present your experiences, successes, challenges, and lessons learned with deploying the PlanWorks product(s) during webinars, expert panels, workshops, peer exchanges, or other instances. This may occur while the project is underway or after its completion, as needed. Your acceptance of this award provides agreement in working with FHWA to achieve these goals.

#### **Points-of-Contact:**

The various points-of-contact for this SHRP2 implementation project are:

#### **Funding Recipient**

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